HIMSS 27 by informa

April 5–8
Chicago

SHIPPING INFORMATION

The most used methods of shipping exhibits to a show, aside from an exhibitor's own trucks, are common carrier, air freight, and padded van.

Shipping Tips

- Ship everything related to your company's participation at the show along with your booth (giveaways, literature, etc.).
- To save time, order self-inking stamps with company name, show name and booth number to use instead of handwriting all the information.
- Bring copies of all shipping papers with you.
- Insure all items that you ship.
- Use black or non-transparent shrink wrap to conceal your valuables.
- Send your exhibit's lead carpenter, not account executive, to oversee set-up.
- Send your I&D company the electrical plans (and other utility plans) for your booth.
- Take a walk through of your booth with your lead carpenter to inspect for damage and necessary repairs.
- Paint your booth crates with a wild or bright color so that you'll have no problem identifying them.

Shipping Instructions

Ensure that your hired labor can start right away! Sending your freight in advance to the warehouse ensures that it arrives in your booth on your targeted move-in day. If you choose to ship direct to show site instead of the Freeman warehouse, schedule your labor to arrive at least four hours after your targeted move-in time, that way your labor is not waiting for your freight to be delivered.

Materials may be shipped to arrive at the warehouse from Thursday, February 25 through Monday, March 22, 2027. Items that arrive after March 22, 2027, at the Freeman warehouse will be charged at a premium rate.

Advance Warehouse Shipments Arrive between February 25 through March 22, 2027

Company Name/Booth #
HIMSS27
c/o Freeman
2500 W 35TH ST
CHICAGO, IL 60632
____ *of* ____ *pieces*

Shipments Direct to Convention Center begin March 31, 2027 - Refer to Target Move-In Plan

Company Name/Booth #
HIMSS27
c/o Freeman
MCCORMICK PLACE CONVENTION CENTER
2301 S DR MARTIN LUTHER KING JR DR
CHICAGO, IL 60616
____*of*____*pieces*

To ensure that your freight reaches its intended destination in a timely manner, please ensure **all** *italicized* information listed above appears on your freight shipping labels.

Freight shipped directly to the show site **will not** be accepted until Wednesday, March 31, 2027.

"No Freight Aisle" Information
To expedite the movement of crates during move-in and move-out, certain aisles have been designated as "No Freight Aisles". There will be no storage of crates in the designated No Freight Aisle during installation and dismantling of booths. Any aisle not listed as a No Freight Aisle has been designated as "freight aisle". Please refer to the floor plan for specification of these aisles.

Any exhibitor placing crates or freight in the aisles (both no-freight and freight aisles), will have it removed immediately at the expense of the exhibitor. The aisles are used for movement of equipment to booths and removal of crates from booths.

Crate Handling
Empty crates will be removed (from your booth) to storage and returned to your booth at the end of the show by the floor crew at no additional charge. Every empty crate should be marked or labeled with the booth number and completed empty crate sticker, which can be obtained at the Freeman Service Center onsite.

Empty Crate Labels
After your crates have been emptied, please label them "Empty" and place them in a Freight Aisle. Freeman Decorating Company will provide the empty labels at the Freeman Service Desk. Put at least two empty stickers on each crate.

SHIPPING FAQ's

Shipping to Warehouse
If I ship my booth, materials, product, etc. to the Freeman warehouse in advance will it be in my booth when I arrive at the Convention Center?
A: Yes, all advance freight that is sent to the Freeman warehouse will be in your booth at your targeted move in time.

Shipping to Convention Center
If I direct ship my booth to the Convention Center, when will it be placed in my booth?
A: Your freight carrier will be placed in a marshaling yard upon their arrival to the Convention Center. You should target your truck to arrive at the marshalling yard at least an hour or so prior to your targeted move-in time. Your carrier will be placed in the yard according to what your target check-in time is, how early they arrive, IT IS A FIRST COME FIRST SERVE BASIS. Once your target check-in begins each carrier will be placed in a line for unloading. There is never a guarantee on when your freight will be in the booth.

Example: Target check-in time is Thursday 8:00 AM – There are 40 companies targeted at this time and all of the trucks arrive within one hour of each other, and your truck arrives 35th in line, depending on when your truck is called to the docks and the load of the truck, the travel time to deliver the freight from the dock to the booth, there is a possibility you would not get your freight until 1:00 PM.

You are not required to begin setting your display on this day, and it suggested that you do not hire your labor for this targeted check-in time.

GLOSSARY OF SHIPPING AND RELATED TERMS

Bill of Lading — Also B/L, a list of goods shipped, also a receipt for same.

Drayage — Hauling goods short distances. In trade show usage: moving exhibit materials within the confines of the exhibit hall or at the general contractors. warehouse.

Drayage Charge — The dollar cost based on weight. Drayage is calculated by 100 pounds. units, or hundredweight, abbreviated cwt. There is usually a minimum charge (for prices and other details, refer to the drayage rate sheet in this section).

Empty Crate — Reusable packing container in which exhibit materials were shipped. Properly marked with "EMPTY CRATE" labels complete with booth number, they are removed, stored, and returned at no charge.

Empty Stickers — Special stickers supplied by the drayage company that should be picked. up at the exhibitor service desk. Special crews patrol the exhibit hall picking up empties. **Label exhibit materials with empty crate stickers during set-up, materials will be returned to your booth during break down**. Be sure to write the correct booth number on the label, so you get the correct crates back in a timely manner.

Hand Carry — Items that one person can carry unaided (meaning, no hand trucks or dollies).

POV — A privately owned vehicle, such as a passenger car, van or small company vehicle, as distinguished from trucks, tractor-trailers, and other over-the-road vehicles. A POV left unattended will almost certainly be towed away. If you must unload a POV, check with the freight supervisor to find out where the POV freight dock is located.